

DOWNEND & BROMLEY HEATH PARISH COUNCIL

**MINUTES OF MEETING HELD AT
BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL
THURSDAY 19 SEPTEMBER 2019**

Present:

Members: Councillors Phillip Abbott, Janet Biggin (Chair), Ben Burton, Sharon Herniman, Colin Ogden, Sheila Ottewell, Matt Pitts and Raj Sood.

Officer: Angela Hocking.

Public: 3 members of the public.

177.1 WELCOME

Cllr Biggin welcomed everyone to the meeting.

177.2 APOLOGIES

Received from Cllr Mike Baker, Cllr James Griffiths, Cllr Jon Hunt, Cllr Anita Woodburn and the Police.

177.3 DECLARATIONS OF INTEREST

Cllr Abbott, Cllr Herniman and Cllr Ogden in relation to matters at Bromley Heath Park.
Cllr Burton in relation to 177.14.

177.4 ITEMS FROM THE PUBLIC

Resident of Farm Court, Downend requested information as to the final locations of the tree stumps at King George V. The damaged wall has now been repaired satisfactorily.

The area at Cleeve Wood shops has been partially cleared of vegetation/debris. Unfortunately there are still areas that require clearing, being the areas where ownership is unclear.

177.5 ITEMS FROM THE POLICE

Clerk confirmed that the Police had visited her at the Parish Office to convey their apologies, purely down to the timing of their rest days and the Full Council meetings. They are hopeful to attend Full Council in December. Written report circulated specifically in relation to shop thefts, a knife crime initiative and motorcycle thefts, which are their current priorities.

177.6 APPROVE MINUTES OF MEETING HELD ON 18 JULY 2019

RESOLVED that the Minutes of the meeting held on 18 July be approved and signed as a true and accurate record.

177.7 MATTERS ARISING AND ONGOING ISSUES

176.7 – Planter and poppies for the Tommy silhouette have been installed. Total cost of these items amounted to £61.50.

176.7 – Cllr Burton and Clerk have met with a representative from SGC about the cabling from the lighting columns in the High Street to the Christmas lighting in the trees. It is hoped that an amicable resolution can be reached but talks are ongoing between the Parish Council, Blachere Illuminations and SGC. In essence, Blachere did not install the lighting as agreed in their original submission ie, no more than 5m distance and sag of 0.75m. This variation has raised serious concerns from SGC and the column manufacturer. Meeting arranged with Clerk and Chief Operations Officer from Blachere on Wednesday 25 September. **NOTED.**

176.7 – Guardian has been appointed for the Badminton Road Methodist Church defibrillator and the unit is live.

176.8 – The handover date with Downend School and the new synthetic pitch refurbishment has been delayed. Clerk is liaising with CSET and the consultants overseeing the project in an attempt to get pitch 3 returned where necessary in readiness for football matches during October. No matches have been played in September due to the delays in this project, and a subsequent loss of revenue to the Parish Council. It is anticipated that the cabins will be taken off the pitch on 25/26 September, which is also when the temporary track way and the majority of the fencing will be taken down. SIS Pitches have put some tarmac in a large pot hole at the entrance to the gravel car park to provide a temporary fix. They will repair the gates to the entrance before leaving site. **NOTED.**

176.9 - Reinstatement works at North Street (where Tommy was sited) - SGC confirm that replacement slabs are required instead of making-good with concrete (which was undertaken by D&BH in Bloom). The replacement slabs have been sourced and the revised price to break out the concrete finish and reinstate with slabs to match will be £339.79 exc VAT. **AGREED.**

176.9 - Path repairs at two locations at King George V will be undertaken week commencing 23 September by South Glos Council. (Agreed by Council July 2019).

176.14 – All the new dual purpose bins purchased by D&BH PC have been numbered and logged onto a map. Clerk thanked Cllr Abbott for completing this project.

Landlords permission has been received to install a hardbound surface along the existing desire line at the open space, junction of Oakdale Road/Quakers Road. SGC would like to pass on their thanks to the Parish Council for the generous contribution to address this matter. Chris Belcher will undertake the work in the very near future.

AGREED that Clerk will explore options for annual maintenance of these new paths.

Bromley Heath Compound area (Scantleberry Close) - SGC have plans to enhance the entrances to Scantleberry Close following its use as a compound. One of the entrances needs a new gate and the access gate is too narrow for a tractor to gain access. It is proposed to install new gates and estate fencing to enhance this entrance and make it accessible from both ends for people in mobility scooters.

D&BH PC is asked if any plans are being considered for benches in this open space. SGC are happy to include them in the project if residents are.

AGREED not to fund the purchase of any benches at this time.

177.8 URGENT ACTIONS

Clerk advised that following the additions of Cllr Herniman and Cllr Ogden to the Parish Bank Mandate, it transpires that Lloyds have made errors when adding on both parties, and also Cllr Burton several years ago. After a formal complaint was lodged and revised papers completed, the matter is now resolved. Lloyds have made a payment of £50 to the Parish Council for this mistake and a further £14 to cover telephone calls made by the Clerk. **NOTED.**

An overflowing drain at Bromley Heath caused damage to the new path works. Provision has now been made for the water to run away from the path to the woodland with a soil and wood plank barrier. This involves an additional cost of £350, which was reported to the Chair of Council and subsequently agreed. **NOTED.**

Damage sustained to the bus shelter at the junction of Quakers Road / Queensholm Drive on 24 July. This was reported to the Police and a quotation of £274 accepted for the repairs to be made. **AGREED.**

As per our original request, D&BH in Bloom are preparing to clad the containers at the Sutherland Avenue car park. However, they have started to install a solid link structure between the two cabins. Members were asked if this was permissible prior to obtaining Landlord's consent and a sketch was circulated for consideration. Members discussed the need for Planning Permission and raised concerns at the Police being called on numerous occasions, in addition to the Health & Safety implications. As such,

RESOLVED to ask Downend & Bromley Heath in Bloom to remove the structure in its entirety within seven days, ie, by Friday 27 September 2019.

177.9 FINANCE & GENERAL PURPOSES

- (i) **Payment of accounts** – Authorisation for payment of accounts, as detailed in Appendix 1, in addition to the following payments were **AGREED:**
 - South Gloucestershire Council (removal and replacement of 3 litter bins) £306.00
 - South Gloucestershire Council (Tenancy at Will; Downend Library, quarterly rent) £875.00
 - J Biggin (travel expenses to Cyber Crime Briefing) £4.30
 - West Mercia Energy (Electricity charge at Bromley Heath, August) £7.21
- (ii) **Account balances** - The total balance of all accounts as at 1 September 2019 stands at £713,522.67. **NOTED.**

- (iii) External Audit Report - Members acknowledged that all requirements had been met by D&BH PC and no matters were drawn to the attention of the authority by PKF Littlejohn. **NOTED.**
- (iv) Recommendations from Committee meeting held on 30 August. The Minutes of the meeting were circulated to members and the following recommendations were received:-
- Insurance - Due to the number of defibrillators purchased, the sum insured has been increased and the annual additional premium due is £25.99. This has increased the future annual premium payable to £3,930.90. **NOTED.**
 - Christmas Singalong - to cover all costs involved with the event a budget of up to £2,000 is recommended. **AGREED.** Next meeting Monday 23 September at Badminton Road Methodist Church.
 - Christmas – As already detailed, matters are ongoing in relation to the cables for the lighting within the live trees. A quotation to remove the cables from Blachere Illuminations has been received at £1485. £537.62 has been quoted to test the lighting in the 10 dressed living trees. Information awaited from SGC and this will be further discussed following the site meeting on 25 September.

Blachere have also quoted £2,455.25 to install and remove lights to the real tree and provide the electrical connection.

AGREED to accept the quotation for lighting in the real Christmas tree.

- Christmas at Cleeve Wood – SGC’s quotation to install, remove and store 3 motifs at Cleeve Wood totals £695. **AGREED.** Since F&GP, the cost for the Downend Christmas tree has been received at £1,380.33 from SGC. The tree is specified as a 35ft Norman Fir delivered with crane to offload on or around 15 November. The cost includes for the supply, delivery, installation, weekly inspection, disassembly and green recycling. **AGREED.**
- Christmas Solar Powered Lighting - £5,290 is the cost to provide solar Christmas trees on posts throughout Downend High Street, including carriage, delivery, installation and collection. **AGREED.**
- VAT on the new pavilion – Members read the advice contained within the Finance Minutes [dated 30.08.19, item 10(i) refers]. Clerk will further discuss with the Internal Auditor although ALCA recommend obtaining a quotation from a Southampton based company, the Parkinson Partnership. **AGREED to action.**

- Badminton Road S106 Pavilion Project – in March 2018, SGC approved S106 funding of £57,708 capital and £22,434.73 revenue. To access this funding, the Council needs to create a Project Management Plan that will set out the execution of the project. **NOTED.**
- Other matters regarding the pavilions are ongoing or deferred until drawings are finalised, ie, provision of a water fountain, Health and Safety implications etc.
- Litter Bins – 3 bins from King George V have been requested to be relocated to Downend High Street at a cost of £85 per bin, ie £255. **AGREED.**
- Stubber plates for recycling bins are available at £28.68 each x 6 totals £172.08. **AGREED.**
- Printing of handbooks – After receipt of three quotations, F&GP settled on the quotation from ER&B Print at £90. **AGREED.**
- Google Drive – Storage needs to be upgraded. The Business Edition of G Suite costs £9.20 per user per month which includes unlimited Cloud storage. Cllr Pitts has made further investigations as to running this edition solely for the Clerk.
- Grant applications – details circulated with the Minutes and ratified as follows:-

| | |
|----------------------------------|--|
| Knit & Natter | - £275 for minibus hire |
| Downend & Staple Hill Allotments | - £1500 to provide a new gate |
| Cleeve Wood Road Shops | - £1000 towards Christmas at Cleeve Wood |

AGREED that the above payments are sanctioned.

- Localism charges – SGC have finally recalculated the costs to D&BH PC following the installation of the new litter/dog bins and a credit has been made of £476. Going forward, it is worth noting that bin emptying is charged on a sliding scale to reflect the economies of scale within the individual parish areas. With 31 dog waste bins, D&BH PC were afforded the lower rate for more than 25 bins at £2.93 each week, whereas we now fall into the middle band charged at £4.19 each week. From October the monthly charge for dog waste bins will reduce from £378.46 to £351.96.
- CCTV – At Full Council in June 2019, whilst members requested details of the financial commitment from SGC towards this project, Council also agreed to utilise any CIL funds in respect of this scheme, the balance of which currently stands at £28,492. Clerk has spoken to SGC once again who are unable to progress without a clearer understanding of the financial contribution that could be offered by D&BH PC towards the overall cost. Clerk asked members if they were happy to put forward the figure of £28,492.

RESOLVED that D&BH PC is agreeable to funding £28,492 towards this project. However, if the costs are in the region of that previously stated by SGC, ie, £29,145.32, Downend & Bromley Heath Parish Council accepts the installation costs of the CCTV in full.

AGREED that SGC should commit to the contingency, ongoing costs and repairs/maintenance associated with this project.

177.10 PLANNING COMMITTEE

- i. Decisions made at the meetings held on 30 July, 13 and 27 August were duly noted and **AGREED**.
- ii. Planning Training by ALCA – As requested, an ‘At Your Place’ Planning Training Session has been arranged for 10am on Monday 21 October 2019, Badminton Road Methodist Church. Clerk opened the invitation to all members of the Parish Council. Six members confirmed their attendance. Clerk advised that Sodbury and Emersons Green Town Councils had also expressed an interest to join the training, which can accommodate a maximum of 15 people. Two members confirmed from Sodbury. Cost is £200. Clerk will invoice other Councils after the event.

177.11 WORKING GROUP REPORTS & PROPOSALS:

i Sports Pitches Working Group

Clerk and Cllr Burton held a conference call with Portable Building Sales and revisions have been discussed to one of the schemes put forward. A revised drawing has just been received which is yet to be viewed in detail, but appears to reflect our requirements. In order to move this project forward,

RESOLVED to send the design and any costings to Simon Wood in order that the funding submission to the Football Foundation can progress.

AGREED to arrange a meeting with members of the Sports Pitches Working Group to study the plan in more detail.

The Run England sign at King George V has fallen. Clerk has spoken to the Facilities and Planning Manager at England Athletics who confirms that this can be disposed of. However, if people find the signage useful, the relevant artwork can be requested, if the Parish Council would like to fund an alternative.

AGREED to obtain the artwork. Cllr Matt Pitts may be able to help with the sign replacement.

Clerk advised that the finalists have been announced for this year's prestigious IOG Industry Awards. Clerk provided a testimonial for Prestige Grounds some months ago and it now transpires that they have reached the final two of their particular category.

Downend Round Table have been asked to provide a larger donation to the Friends of King George V in respect of this year's fireworks event. DRT would like specific costings of what a donation could be used for. The Friends suggest a shrub area around the tree near the Farm Court entrance rather than wildflowers. Permission is therefore sought from the Parish Council as it would involve ongoing maintenance.

AGREED to allow a shrub bed around the tree. Clerk will liaise with the Friends & Prestige Grounds.

In addition, the Friends consider that two more benches are needed by the football pitches and children's play area. There are lots of parents and others at the playing fields and these will be well used. Approximate cost £340 for a bench, plus fitting.

AGREED – Clerk to liaise with the Friends group and seek permission from South Gloucestershire Council.

For the future it is hoped another bench in a shaded area overlooking the cricket pitch in King George V would be useful as currently spectators sit under the Willow tree near the pinch point. Special varieties of trees will also be worthwhile which will come into their own in years to come.

Car park fence at Westerleigh Road – Friends group suggest that possibly long term, trees could be put in to eventually replace the fencing and provide shade. However, it is suggested that initially some of the horizontal bars could be taken out and vertical posts installed in the gap as at Bromley Heath.

AGREED to proceed with the installation of vertical posts where necessary in the Westerleigh Road car park. Clerk to liaise with the Friends and Prestige Grounds.

The new basketball chains have once again been destroyed at Bromley Heath. Clerk has asked the groundsman not to replace them for the time being.

ii. **Co-op Car Park Consultation** – Clerk has chased this ongoing matter and it transpires that the lead officer at London & Cambridge Properties has left the company. It is hoped that L&C will continue to pursue this consultation with South Glos Council Parking Services, who are also being chased by the Clerk.

iii. **Christmas Singalong** – The first meeting of the working group and Badminton Road Methodist Church has taken place. It is proposed to have a steel band and Clerk has made contact with the Panache Steel Band which is led by a former teacher of The Castle School. Spirolux, a company who provide temporary stages, lighting etc, have also been invited to provide a quotation for the facilities required. (See Finance 177.9iv).

177.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

- i. **Councillors to decide if any matters need referring to working groups or objectives need changing** – Members were asked to read the material circulated following the Avon & Somerset Police Cyber Crime briefing attended by Cllr Abbott and Cllr Biggin.
- ii. **Councillors to consider any other matters to be added to working groups or to be monitored by the clerk** – Clerk has booked two webinars with the Society of Local Council Clerks in respect of the new Website Accessibility Regulations. This will hopefully provide information on whether the current website complies with requirements. If not, information will be gained on what will need to be done to comply, publishing an accessibility statement and the important compliance dates. Cost of training £60. **NOTED.**

177.13 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Burton confirmed that a waiting restriction review is being undertaken and suggestions have been submitted for the area around Christ Church School. In addition, an assessment has been carried out by SGC as to the introduction of traffic calming measures within the existing 20mph speed limit on North Street, Downend, following a request by D&BH PC. The scheme will compete for the appropriate funding for implementation. Clerk added that after receiving concerns at the location of the disabled parking bay in Downend, she has asked that the position of the bay is reviewed during the design and consultation phase of the scheme.

SGC is attempting to improve communication with its residents whereby residents can create their own online account and access services via the portal. The first service to be added will be the Green Bin facility.

177.14 BUSINESS RATES: As recommended by the Finance & General Purposes Committee, to discuss the way forward in relation to recovery of Business Rates at the Pavilions

Report circulated to members and following a vote 5:2,

RESOLVED to appoint Goodman Nash to attempt to recover Business Rates that have been paid by D&BH PC on the pavilions.

177.15 BROMLEY HEATH PAVILION: Proposal to approve setting up of a sub group to address the refurbishment of the Bromley Heath Pavilion

Report by Cllr Ottewell circulated.

RESOLVED to set up a sub group to address the refurbishment of the pavilion at Bromley Heath. Date and time of first meeting to be circulated.

177.16 REMEMBRANCE SUNDAY

Clerk has ordered a wreath for Remembrance Sunday. All arrangements are the same as in 2018 except the parade will start at 10.30am (not 10.45am), meeting outside the Community Hall in Staple Hill.

177.17 REPORT BACK FROM COMMUNITY ENGAGEMENT FORUM

Attended by Cllr Phil Abbott. It appears that Queensholm Drive has been missed out on the upgraded street lighting. This is being referred back to SGC by the Clerk. The boundaries for the CEF's are being reviewed due to the change in the district boundaries.

177.18 CORRESPONDENCE

Clerk advised members of two events:

- (a) Christmas at Cleeve Wood which will be held on 1 December. D&BH PC is invited to have a stall.
- (b) The Parish Council Annual Assembly will be held on 16 April, 7.30pm after a short Full Council meeting which will commence at 6.30pm. Venue: Badminton Road Methodist Church.

177.19 COUNCILLORS TO RAISE ANY OTHER BUSINESSES OR URGENT CONCERNS

Members wishing to join the sub group looking at the refurbishment of the Bromley Heath pavilion will meet on site on the morning of Tuesday 24 September.

Cllr Herniman reported a large pothole by the traffic lights at the bottom of Cleeve Hill.

Cllr Abbott confirmed that there are missing spacers in the new multi-purpose bins. Cllr Abbott will provide a list of what is required to the Clerk.

Cllr Ogden confirmed that the 20mph around Queensholm Crescent and Oakdale Road does not appear to be working.

Chairman:

Date:

Payable Invoice Detail

Downend & Bromley Heath Parish Council
For the period 22 July 2019 to 31 August 2019

| DESCRIPTION | QUANTITY | UNIT PRICE (EX) | VAT | GROSS |
|---|----------|-----------------|-----------------|-----------------|
| AED Locator (EU) Ltd | | | | |
| Heartsafe Smart Tag Monitoring Service for defibrillator at Badminton Road Playing Fields; October 2019-March 2020. | 1 | 49 | 9.80 | 58.80 |
| Total AED Locator (EU) Ltd | 1 | | 9.80 | 58.80 |
| Angela Hocking | | | | |
| Monthly travel expenses | 1 | 11.2700 | - | 11.27 |
| Total Angela Hocking | 1 | | - | 11.27 |
| Avon Pension Fund | | | | |
| Monthly employers/employees contribution to the Avon Pension Fund, B&NES; month 5 | 1 | 801.6100 | - | 801.61 |
| Total Avon Pension Fund | 1 | | - | 801.61 |
| Banner | | | | |
| Office stationery | 1 | 13.4800 | 2.70 | 16.18 |
| Total Banner | 1 | | 2.70 | 16.18 |
| Bristol City Council | | | | |
| Summer bedding 2019; Downend & Bromley Heath in Bloom annual donation | 1 | 5000 | 1,000.00 | 6,000.00 |
| Total Bristol City Council | 1 | | 1,000.00 | 6,000.00 |
| BT | | | | |
| Quarterly telephone, broadband and phone book entry charges | 1 | 327.5100 | 65.50 | 393.01 |
| Total BT | 1 | | 65.50 | 393.01 |
| C R Belcher | | | | |
| Bromley Heath Playing Fields - Repair of damaged path with new stone dust and type one stone. Installation of water run off from inspection covers as directed on site visit. | 1 | 350 | 70.00 | 420.00 |
| Installation of no dig stone dust path with cell web tree root protection system/wooden edges. | 1 | 4592 | 918.40 | 5,510.40 |
| Total C R Belcher | 2 | | 988.40 | 5,930.40 |
| CVS South Gloucestershire | | | | |
| Annual Associate Membership Renewal of CVS South Gloucestershire 2019-20 | 1 | 110 | - | 110.00 |
| Total CVS South Gloucestershire | 1 | | - | 110.00 |
| Downend & Bromley Heath Parish Council | | | | |
| Salaries month 5 | 1 | 2,419.7800 | - | 2,419.78 |
| Total Downend & Bromley Heath Parish Council | 1 | | - | 2,419.78 |
| Ergochair Limited | | | | |
| Purchase of new office chair | 1 | 200 | 40.00 | 240.00 |
| Total Ergochair Limited | 1 | | 40.00 | 240.00 |

Payable Invoice Detail

| DESCRIPTION | QUANTITY | UNIT PRICE (EX) | VAT | GROSS |
|---|-----------|-----------------|-----------------|------------------|
| Google | | | | |
| Monthly subscription | 1 | 57.9600 | - | 57.96 |
| Total Google | 1 | | - | 57.96 |
| Konica Minolta | | | | |
| Colour and black & white copies for Bizhub C3110 printer, May-August 2019 | 1 | 67.2800 | 13.46 | 80.74 |
| Total Konica Minolta | 1 | | 13.46 | 80.74 |
| M Poole | | | | |
| Reimbursement for Tommy installation, Downend High Street | 1 | 24.3100 | 4.87 | 29.18 |
| Total M Poole | 1 | | 4.87 | 29.18 |
| National Security Group | | | | |
| Unlocking / locking King George V car park; 1-31 July 2019 | 1 | 201.5000 | 40.30 | 241.80 |
| Total National Security Group | 1 | | 40.30 | 241.80 |
| NRB Electrical Contractors Ltd | | | | |
| Installation of defibrillator at Badminton Road Methodist Church | 1 | 480 | 24.00 | 504.00 |
| Disconnect and remove faulty cooker at Bromley Heath Pavilion | 1 | 80 | 16.00 | 96.00 |
| Total NRB Electrical Contractors Ltd | 2 | | 40.00 | 600.00 |
| PKF Littlejohn LLP | | | | |
| External Audit fee: Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2019. | 1 | 800 | 160.00 | 960.00 |
| Total PKF Littlejohn LLP | 1 | | 160.00 | 960.00 |
| Post Office Ltd | | | | |
| Purchase of labels for litter bins | 1 | 11.1500 | 2.23 | 13.38 |
| Total Post Office Ltd | 1 | | 2.23 | 13.38 |
| Prestige Grounds Ltd | | | | |
| Monthly grounds maintenance duties | 1 | 2,138.4100 | 427.68 | 2,566.09 |
| Total Prestige Grounds Ltd | 1 | | 427.68 | 2,566.09 |
| South Gloucestershire Council | | | | |
| Repairs to bus shelter at Queensholm Drive / Quakers Road junction due to vandalism | 1 | 228.3300 | 45.67 | 274.00 |
| Total South Gloucestershire Council | 1 | | 45.67 | 274.00 |
| T Webb Window Cleaning | | | | |
| Monthly cleaning of bus shelters and notice boards | 1 | 317 | - | 317.00 |
| Total T Webb Window Cleaning | 1 | | - | 317.00 |
| Voice News & Media Limited | | | | |
| Full page advertisement in Downend Voice, August edition | 1 | 160 | 32.00 | 192.00 |
| Total Voice News & Media Limited | 1 | | 32.00 | 192.00 |
| West Mercia Energy | | | | |
| Electricity charges; June 2019; Bromley Heath Pavilion | 1 | 6.8200 | 0.34 | 7.16 |
| Total West Mercia Energy | 1 | | 0.34 | 7.16 |
| Xero | | | | |
| Monthly subscription for accounting software | 1 | 22 | 4.40 | 26.40 |
| Total Xero | 1 | | 4.40 | 26.40 |
| Total | 25 | | 2,877.35 | 21,346.76 |

Payable Invoice Detail

Downend & Bromley Heath Parish Council
For the period 1 September 2019 to 30 September 2019

| DESCRIPTION | QUANTITY | UNIT PRICE (EX) | VAT | GROSS |
|--|----------|-----------------|--------------|-----------------|
| Amazon | | | | |
| Purchase of Stewart Trough, lead effect for Tommy silhouette | 1 | 20.4100 | 4.08 | 24.49 |
| Purchase of poppies for Tommy silhouette | 1 | 30.8300 | 6.18 | 37.01 |
| Total Amazon | 2 | | 10.26 | 61.50 |
| Angela Hocking | | | | |
| Clerk's expenses, month 6 | 1 | 12.0900 | - | 12.09 |
| Total Angela Hocking | 1 | | - | 12.09 |
| Avon Pension Fund | | | | |
| Employer/employee pension payments, month 6 | 1 | 801.6100 | - | 801.61 |
| Total Avon Pension Fund | 1 | | - | 801.61 |
| Banner | | | | |
| Stationery purchase | 1 | 30 | 5.99 | 35.99 |
| Total Banner | 1 | | 5.99 | 35.99 |
| Downend & Bromley Heath Parish Council | | | | |
| Salary payments, month 6 | 1 | 2,419.7800 | - | 2,419.78 |
| Total Downend & Bromley Heath Parish Council | 1 | | - | 2,419.78 |
| Emersons Green Town Council | | | | |
| Attendance at Good Councillor Course on 30 July 2019 - Cllr Abbott | 1 | 30 | - | 30.00 |
| Total Emersons Green Town Council | 1 | | - | 30.00 |
| ER&B Print | | | | |
| Printing of handbooks x 9, wirebound with acetate cover | 1 | 90 | 18.00 | 108.00 |
| Total ER&B Print | 1 | | 18.00 | 108.00 |
| Euro Taxis Limited | | | | |
| Minibus hire; Donation to Knit & Natter (agreed by F&GP 30.08.19) | 1 | 275 | - | 275.00 |
| Total Euro Taxis Limited | 1 | | - | 275.00 |
| Google | | | | |
| GSuite subscription | 1 | 57.9600 | - | 57.96 |
| Total Google | 1 | | - | 57.96 |
| HMRC | | | | |
| Quarter 2 tax and NI payments | 1 | 3,346.5200 | - | 3,346.52 |
| Total HMRC | 1 | | - | 3,346.52 |
| Konica Minolta | | | | |
| Photocopier rental flat rate period 24.08.19-23.11.19 | 1 | 30.9900 | 6.20 | 37.19 |
| Total Konica Minolta | 1 | | 6.20 | 37.19 |

Payable Invoice Detail

| DESCRIPTION | QUANTITY | UNIT PRICE (EX) | VAT | GROSS |
|---|-----------|-----------------|---------------|------------------|
| Microsoft | | | | |
| Office 365 subscription | 1 | 49.9900 | 10.00 | 59.99 |
| Total Microsoft | 1 | | 10.00 | 59.99 |
| National Security Group | | | | |
| Unlocking / locking King George V Car Park 1-31 August 2019 | 1 | 201.5000 | 40.30 | 241.80 |
| Total National Security Group | 1 | | 40.30 | 241.80 |
| Prestige Grounds Ltd | | | | |
| Grounds maintenance duties; August 2019 | 1 | 1,960.6000 | 392.12 | 2,352.72 |
| Total Prestige Grounds Ltd | 1 | | 392.12 | 2,352.72 |
| South Gloucestershire Bus & Coach Company Ltd | | | | |
| Concessionary fares for July 2019; service 462 | 1 | 249.4300 | - | 249.43 |
| Total South Gloucestershire Bus & Coach Company Ltd | 1 | | - | 249.43 |
| South Gloucestershire Council | | | | |
| Localism service charges for dog waste bin collections; July, August and September (includes credit note for overcharge on invoices 3804094627 and 3804150286). | 1 | 659.3800 | 131.88 | 791.26 |
| Localism service charges for grass cutting; July, August and September | 1 | 1,711.3500 | 342.27 | 2,053.62 |
| Total South Gloucestershire Council | 2 | | 474.15 | 2,844.88 |
| T Webb Window Cleaning | | | | |
| Monthly cleaning of bus shelters and notice boards in the parish | 1 | 317 | - | 317.00 |
| Total T Webb Window Cleaning | 1 | | - | 317.00 |
| Voice News & Media Limited | | | | |
| Full page advertisement in Downend Voice, September edition | 1 | 160 | 32.00 | 192.00 |
| Total Voice News & Media Limited | 1 | | 32.00 | 192.00 |
| West Mercia Energy | | | | |
| Electricity charges for Bromley Heath Sports Pavilion; 1/7/19-31/7/19 | 1 | 7.0200 | 0.35 | 7.37 |
| Total West Mercia Energy | 1 | | 0.35 | 7.37 |
| Xero | | | | |
| Monthly subscription for accounting software; 23 August - 22 September | 1 | 24 | 4.80 | 28.80 |
| Total Xero | 1 | | 4.80 | 28.80 |
| Total | 22 | | 994.17 | 13,479.63 |